

CUSTOMERS ATTENDING A WORKSHOP MUST HAVE A REFERRAL AND SIGN-IN.
SIGN-IN SHEETS ARE LOCATED AT THE RECEPTION DESK ONE (1) HOUR BEFORE DESIGNATED START TIME ON THE DAY OF THE WORKSHOP.

CUSTOMERS PLEASE: IF YOU DO NOT HAVE A REFERRAL FORM TO ATTEND THE WORKSHOP (S), YOU MAY OBTAIN ONE FROM THE RECEPTIONIST DESK.

MONDAY	TUESDAY		WEDNESDAY	THURSDAY		FRIDAY
General Orientation 8:30 am-10:30 am	Walk-In Hours EMPLOYMENT SERVICES ONLY 8:30 am-10:30 am		Walk-In Hours EMPLOYMENT SERVICES ONLY 8:30 am-10:30 am	Walk-In Hours EMPLOYMENT SERVICES ONLY 8:30 am-10:30 am		
	Re-Employment Assessment Program 9 am-12 noon			Re-Employment Assessment Program 9 am-12 noon		
	CASAS Assessment 9 am-10:15 am	GED Prep 9 am-11am	Resume Tools Workshop 10am-11am	CASAS Assessment 9 am-10:15 am	GED Prep 9 am-11am	Financial Literacy Workshop 10am-11:30am 2 nd and 4 th of every month
DCNETWORKS: The Employment Workshop 10:30am-11:30am		CASAS Tutoring 11:30 am-12:30 pm			CASAS Tutoring 11:30 am-12:30 pm	Resume Editing 9:30 am-12 noon 30 minute One-on-One Appointment with Career Counselor
Unemployment Insurance Benefits Workshop 8:30 am-12 noon			General Orientation 1 pm-2:30 pm			
	Mock Interviewing Workshop 2 nd and 4 th Tuesday 2 pm-3:30 pm	GED Prep Testing 2:30 pm-4 pm	DCNETWORKS: The Employment Workshop 2:30 pm-3:30 pm	How to Enroll into Training Workshop Intake/Sign-in 1pm-1:50pm Workshop 2pm-3:50pm		
			Basic Computer 101 Workshop 2 pm-4 pm 1 st and 3 rd Wednesday			

Unemployment Insurance operates 8:30am-4pm Mon thru Friday. Resource Center operates 8:30am-4pm Mon thru Friday.



Accommodations: The Department of Employment Services (DOES) makes every effort to provide reasonable accommodations for our customers. Five-business days advance notice is required to ensure availability of accommodations. Requests for accommodations must be made in person at the time of the workshop registration.